

AGENDA
PRE-PROPOSAL CONFERENCE (DOP/GENERAL FUND)

Date: May 26, 2015

Time: 11:00 a.m.

FC# 7994, Lieutenants and Captains Promotional Testing

1. Opening and Introduction

Mr. Arthur Smalls, Contracting Officer

Proposal Process -- Information & Instructions to Proponents, Proposal Format, Proposal Deadline, Etc.

2. Ethics Department

Ms. Nina Hickson, Ethics Officer

Ethical Guidelines

3. Enterprise Risk Management (Appendix B)

Mr. Jimmy Porter, Risk Management Analyst

Insurance Requirements

4. Office of Contract Compliance (Appendix A)

Mr. Bruce Bell, Senior Contract Compliance Manager

EBO/EEO Requirements, Eligible Proponent, etc.,

5. User Department

Michael Simmons, AFRD Assistant Chief

Ms. Rhotonda Horton, Procurement Specialist

Floor open for any questions pertaining to the Scope of Services

If you have additional questions concerning this project, please direct your inquiries in writing to Mr. Arthur Smalls, Contracting Officer, by e-mail asmalls@atlantaga.gov. All questions or inquiries pertaining to this project are due no later than 12:00 P.M., Friday, May 29, 2015. All replies will be made in writing. **Oral responses are not authoritative.**

PROPOSALS DUE: Wednesday, June 17, 2015, no later than 2:00 P.M.

PROPOSALS ARE TO BE RECEIVED AT THE:

Department of Procurement
55 Trinity Avenue
Suite 1900
Atlanta, Georgia 30335

Questions concerning the EBO/EEO requirements should be directed to the **Office of Contract Compliance**, (404) 330-6010.

Questions concerning the any and all Insurance requirements should be directed to the **Risk Management Office**, (404) 658-7450.